

**REQUEST FOR PROPOSALS**  
**CEQA Initial Study for the**  
**Proposed Incorporation of San Martin**  
**(DUE DATE AND TIME: Monday June 18, 2007 at 5:00 PM)**

**I. Objective**

The Local Agency Formation Commission (LAFCO) of Santa Clara County is seeking written proposals from environmental consulting firms to prepare an Initial Study pursuant to the California Environmental Quality Act for the proposed incorporation of the town of San Martin.

**II. Background**

LAFCO received a petition and application for the incorporation of the Town of San Martin in February of 2007. The petition was signed by approximately 31% of the registered voters in the area. The population of the area is estimated at about 5,000 persons, with 2,824 registered voters. The proposed new town includes lands bounded by the sphere of influence of Gilroy to the south, the sphere of influence of Morgan Hill to the north, Watsonville Road to the west and New Avenue to the east. **Attachment A** shows the proposed boundaries.

The stated reasons for the incorporation of San Martin are to have local control of land use and growth, to create a locally accountable governing body that is more visible and accessible to the local residents and to legally recognize San Martin as a community with the attributes of a town.

An Initial Study and environmental determination must be completed prior to LAFCO's consideration of the incorporation proposal. Santa Clara LAFCO desires to contract with a qualified environmental consultant to prepare an independent and impartial CEQA Initial Study for the proposed incorporation of the town of San Martin. The final report will become the property of LAFCO and will be the subject of LAFCO review and public hearings and will form the basis for environmental determination and findings related to the proposed incorporation.

**III. Proposed Plan for Services**

See **Attachment B** for proposed San Martin Municipal Services Plan.

**IV. Legal Requirements**

Incorporations are a project under the California Environmental Quality Act (CEQA) and require environmental review. An Initial Study must be completed prior to consideration of the proposal. LAFCO of Santa Clara County is the lead agency. The Initial Study must conform to the requirements of the CEQA, LAFCO's Incorporation Policies, and LAFCO's Procedures for Preparing and Processing Environmental Documents. If the

CEQA Initial Study process shows no substantial evidence that the project will create significant adverse environmental impacts, LAFCO may adopt a negative declaration. If the Initial Study process concludes that the project may produce significant environmental impacts, the preparation of an environmental impact report is required.

Relevant to the environmental analysis is the statutory requirement of Government Code section 57376 which states that "If the newly incorporated city comprises territory formerly unincorporated, the city council shall, adopt an ordinance providing that all county ordinances previously applicable shall remain in force and effect as city ordinances for a period of 120 days after incorporation, or until city council has enacted ordinance superseding the county ordinances, whichever occurs first."

## **V. Scope of Services**

Under the direction of LAFCO, the consultant will prepare a CEQA Initial Study for the proposed incorporation of the community of San Martin. Duties include the following and any other duties that might be necessary to accomplish these specified duties.

- Gather and analyze data. As part of this task, review background reports, files and related materials such as the incorporation statutes in the Government Code, the Santa Clara County General Plan, LAFCO's Service Reviews, and the San Martin Proposed Incorporation Comprehensive Fiscal Analysis study that is in progress,
- Confer, as needed, with LAFCO and County staff and with the proponents who have initiated the incorporation,
- Prepare Initial Study,
- Prepare and circulate a Notice of Availability that includes a recommended determination of whether there are significant impacts requiring preparation of an Environmental Impact Report or whether a Negative Declaration can be prepared,
- Attend up to two meetings of the LAFCO Commission and provide support to LAFCO staff in the presentation of environmental findings pursuant to CEQA, including at least one oral presentation at a LAFCO Public Hearing, and
- Submit all documents in printed form and on a CD-ROM format using MicroSoft Word

The final scope of services will be based on Consultant's approach to the project and will be negotiated with the firm selected and will be included in the services agreement.

## **VI. Budget**

Consulting firms should include a detailed project budget for the scope of services. The anticipated project cost of the proposal is between \$15,000 and \$25,000 depending on the scope of services.

The preparation of the CEQA Initial Study will be managed by LAFCO and the funding will be provided by the proponents of the San Martin incorporation. Subject to negotiation of a final agreement, it is anticipated that payments will be tied to task

completion increments or other milestones. Work will not be authorized beyond what the proponents have deposited with LAFCO at any given time. LAFCO will not be liable for payment beyond the balance of the proponent's deposits.

## **VII. Schedule**

It is anticipated that the firm will start work in **July 2007**. Timing is a concern to LAFCO. It is strongly desired that a preliminary draft initial study be completed within six weeks of execution of a professional services agreement and a draft available for public review, approximately two weeks after receipt of LAFCO staff comments. The final overall schedule for this project will be negotiated with the firm selected for the work prior to an agreement. A tentative timeline for proposed incorporation including the environmental review process is attached (**Attachment C**).

## **VIII. Proposal Requirements**

Response to this RFP must include all of the following:

1. A statement about the firm that describes its experience as well as the competencies and resumes of the principal and all professionals who will be involved in the work. This statement should describe the firm's level of expertise in the following areas:
  - Experience in environmental analysis, preferably involving incorporations
  - Familiarity with CKH Act, the role and functions of LAFCO, and the incorporation process
  - Understanding of how the full range of municipal services are delivered
  - Ability to analyze and present information in an organized format
  - Familiarity with public input processes and experience in handling the presentation and dissemination of public information for review and comment
  - Ability to provide alternatives where necessary to resolve environmental issues
2. Identification of the lead professional responsible for the project and identification of each professional(s) who will be performing various aspects of the day-to-day work.
3. A list of similar projects completed by the firm with references for each such project, including the contact name, address and telephone number.
4. A sample CEQA Initial Study and Environmental Determination for a similar project.
5. A statement regarding the anticipated approach for this project, and a scope of work outlining and describing the main tasks and work products.
6. Identification of any information, materials and/or work assistance required from LAFCO and / or involved agencies or proponents to complete the project.
7. An overall project schedule, including the timing of each work task.

8. Information about the availability of all professionals who will be involved.
9. The anticipated project cost, including:
  - a. A not-to-exceed total budget amount.
  - b. The cost for each major sub-task identified in the scope of work.
  - c. The hourly rates for each person who will be involved in the work.
10. A statement regarding the firm's ability to comply with the standard provisions of the Agreement including insurance requirements. **See Attachment D.**

## **IX. Submission Requirements**

DUE DATE AND TIME: **Monday June 18, 2007 at 5:00 PM**

Proposals received after this time and date may be returned unopened.

NUMBER OF COPIES: 4 original copies and 1 fully reproducible copy

DELIVER TO: Neelima Palacherla  
LAFCO of Santa Clara County  
70 West Hedding Street, 11<sup>th</sup> Floor  
San Jose, CA 95110

*Note:* If delivery is to be in person, please first call the LAFCO office (408-299-6415 or 5127 or 5148) to arrange delivery time.

## **X. Evaluation Criteria and Selection Process**

Firms will be selected for further consideration and follow-up interviews based on the following criteria:

- Relevant work experience
- Completeness of the responses
- Overall project approaches identified
- Qualification of key project team members
- Reference checks
- Proposed project budget

An interview/selection committee will conduct interviews and the most qualified firm will be selected based on the above evaluation criteria. Interviews will tentatively be held **between June 25<sup>th</sup> and June 29<sup>th</sup>**. The selection committee is expected to make a decision soon after. Following the selection of the most qualified firm, a final services agreement including budget, schedule, and final Scope of Services statement will be negotiated before executing the contract.

LAFCO reserves the right to reject any or all proposals, to issue addenda to the RFP, to modify the RFP or to cancel the RFP.

## **XI. LAFCO Contact**

Neelima Palacherla, Executive Officer  
LAFCO of Santa Clara County  
Voice: (408) 299-5127  
Fax: (408) 295-1613

Email: [neelima.palacherla@ceo.sccgov.org](mailto:neelima.palacherla@ceo.sccgov.org)

**XII. Attachments (To be Attached to Final RFP)**

- Attachment A: Map of proposed boundaries for San Martin
- Attachment B: Proposed San Martin Municipal Services Plan
- Attachment C: Tentative Timeline for Proposed San Martin Incorporation
- Attachment D: Draft Professional Services Agreement and insurance obligations

**XIII. Reference Information**

For general information about LAFCO of Santa Clara County, refer to its website:  
[www.santaclara.lafco.ca.gov](http://www.santaclara.lafco.ca.gov)

For the State Office of Planning and Research's Incorporation Guidelines, visit the website: [www.opr.ca.gov](http://www.opr.ca.gov)